

Job Description

Basic Information (Description)

Name of Employee	
Address	
Program/Project	My First Child
Designation	Project Coordinator
Reporting to	ED
Supervisor	ED
Supervision to	Social Mobilization Officer
Working Area	Barahtal RM, Surkhet
Duty Station	Central Office, Birendranagar, Surkhet
Period(Term)	1 st December 2023 to 31 st December 2026

Required Qualification and experience : Bachelors in Forestry with 3 years related experience and or Masters in Forestry with 1 year related experience.

KEY RESPONSIBILITIES AND TASKS:

Program, Planning and Implementation

- Take a lead in developing monthly, quarterly, annual and periodic plan of the project with budget in coordination with ED and partner
- Provide support to the project team in planning, implementation, monitoring and reporting of the field activities in line with the partner
- Support the project team, district stakeholder and local government and community level interventions for mainstreaming of the climate change adaptation.
- Keep all the project staff and board members updated on project requirement; quality benchmark, implementation guideline, tools and procedure for their understanding and use
- Work with local government, Division Forest Office (DFO), Community Forest User Group (CFUG), individual forest and other stakeholders and identify the common issues and agendas about forestry, climate change and related where project can support and provide technical and programmatic assistances to address the issues as appropriate
- Conduct different interventions with the close coordination and collaboration with DFO, CFUG, individual forest, and local level government and other stakeholders.

Monitoring, Evaluation and Documentation

- Make sure that project data is being collected from field regularly, analyze them and share with partner
- Have frequent field visit to monitor the intervention, support/mentoring/coaching to staff, quality delivery, produce & share monitoring reports
- Support to MEAL staff for assessment, data collection, reporting developing MEAL action plan and implementation of the plan
- Ensure data quality of the periodic report; verify those data and information from sources periodically in sample basis and orient the field staff at the site for further improvement
- Organize quarterly review meeting of the project, monthly project staff meeting, identify the gaps and issues and take the action accordingly for the further improvement
- Organize the monitoring visits of Government Officials at project for their information and update about the programs
- Document the learnings and major findings of the project interventions and share with partner and government on regular basis

Linkage, coordination, advocacy and program integration

- Coordinate with division/district level stakeholders including government entities as well as concern local government and like-minded organizations to avoid the duplication of the project activities and develop the synergy in programs
- Ensure the participation of the project team in different division/district, palika level forum for coordination among stakeholders.
- Share the project update with concern authorities of division/district and Local government periodically and invite them for monitoring of the project activities in the field
- Work closely with the concern section of palika, partners, likeminded organization, internal organization and other stakeholders in division/district and local level.
- Raised the community issues in concern authorities of division/district and palika level and support/lobby/campaign to solve the issues

Financial management, Administrative and Human Resource Management (5%)

- Make sure that budget request is made on time and disbursement is made with high compliance as per the partner funding agreement made between Partner and organization.
- Review project budget, track the expenditure of budget regularly
- Monitor project expenditures and take necessary action to ensure the burnt rate is within acceptable limits
- Ensure that functional administrative systems are established and maintained in the project and the organization
- Follow strictly the organizational policies and requirements on procurement policy, HR policy, financial management policy and other related policies, guidelines and code of conduct as well as acknowledge/respect the partner policies and procedures.
- Ensure that all staffs have job descriptions, perform their role and performance appraisal formats and orient them as required.
- Ensure that the personnel policies (contract renewal/extension, disciplinary actions etc.) are effectively followed.

Upholding Organizations Core values and ensuring its principles

- Link and demonstrate organizations core values, programming principles, strategic objects, gender equity, equality & social inclusion in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior and safeguarding of program participants.
- Engage in safeguarding and code of conduct awareness raising activities.
- Share the relevant information to the community of safeguarding of children, female, and inclusive policies of government.

Working conditions:

Based in central office with frequently field travel to project implementing communities and local governments.

Employee	Supervisor	Organization
Name :	Name :	Name :
Designation :	Designation :	Designation :
Date :	Date :	Date :
Signature :	Signature :	Signature :

